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ABSENTEEISM

7-1

Rohan, Thomas M.

A job enrichment experiment backfires. Industry week, 204:26+, January 21, 1980.

Descriptors: *Absenteeism control / *Industrial democracy / Teamwork.

ATTITUDE SURVEYS

7-2

Fry, Louis W. and Sue Greenfeld.

An examination of attitudinal differences between policewomen and policemen. Journal of applied psychology, 65:123-126, February 1980.

Descriptors: *Police--Attitudes--Research / *Policewomen--Attitudes.

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Markham, William T., Charles M. Bonjean and Judy Corder-Bolz.

Self-expression at work: a theory-based questionnaire instrument. Journal of applied behavioral science, 16:167-191, April-June 1980.

Descriptors: *Attitude surveys / *Work values--Research / *Psychology, Industrial / Self-realization / Government employees.

AWARDS

7-4

Yaseen, Leonard C.

Giving 'Oscars' for public service. New York times, 129: A35, May 21, 1980.

Descriptors: *Public administration--Awards / *Political executives--Abilities / *Campbell, Alan K. / Government employees.

CAREER PLANNING

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Career development, problem recognition and referral for managers. Career development bulletin, 1:1-2, no. 4 1980.

Descriptors: *Employee development / *Career counseling / Federal employees / U.S. General Accounting Office.

7-6

Career planning resources: where do managers go for help and what do they get? Career development bulletin, 1:5-8, no. 4 1980.

Descriptors: *Executives--Career planning--Research / *Career planning--Research / Employment services.

CAREER STAFFING

7-7

Althouse, Harold L.

Revealing a true profile of musculoskeletal abilities. Occupational health & safety, 49:25-30, May 1980.

Descriptors: *Medical and physical examinations--Methods / *Qualifications--Physical standards.

7-8 Ie122 .B27z

Barrett, Richard S.

Zetetic for testers II. New York, Richard S. Barrett, 1978. 9p.

Descriptors: *Selection--Methods--Evaluation / *Test validity--Evaluation.

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Pearlman, Kenneth.

Job families: a review and discussion of their implications for personnel selection. Psychological bulletin, 87:1-28, January 1980.

Kenneth Pearlman is a personnel research psychologist with the U.S. Office of Personnel Management.

Descriptors: *Occupational clusters / Literature reviews / Selection--Research.

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Recruiting. FEP (Fair employment practices) guidelines, p. 1-8, May 1980.

Contents: Recruiting; Ready, aim-recruit!; Getting ahead in the world; Help wanted ads; a window on you employment practices.

Descriptors: *Recruitment / *Minority groups--Recruitment / *Discrimination / Advertising--Recruitment.

CHANGE, ORGANIZATIONAL

7-11

Bhagat, Rabi S. and Marilyn B. Chassie.

Effects of changes in job characteristics on some theory-specific attitudinal outcomes: results from a naturally occurring quasi-experiment. Human relations, 33:297-313, May 1980.

Descriptors: *Job factors--Research / *Change, Organizational / *Motivation research / Job design--Research / Four-day workweek.

CIVIL SERVICE, FEDERAL

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U.S. General Accounting Office.

Assistance to displaced Federal civilian employees--avoiding loss of needed trained personnel. Letter to Arch S. Ramsay. Washington, U.S. Govt. Print. Off., 1979. 26p. (B-165959)

Descriptors: *Employee outplacement / *Reduction in force / Federal government.

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Francois, Aime.

Aspects de la fonction publique en Belgique. [Features of the Belgian civil service.] International review of administrative sciences, 45:312-320, no. 4 1979.

English summary, p. iv-v.

Descriptors: *Belgium--Civil service.

COLLEGE GRADUATES

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Herbert, Theodore T.

An exploratory investigation into the nature of the part-time MBA student. Human relations, 33:279-295, May 1980.

Descriptors: *Graduate students--Characteristics / *Master of business administration degree / *Executive effectiveness--Research / Success in employment / Personality.

COLLEGE GRADUATES (Cont'd)

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Horovitz, Bruce.
Harvesting the college crop. Industry week, 205:42-45, April 28, 1980.
Descriptors: *College graduates--Recruitment / *Engineers--Recruitment / Afro-American college graduates.

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Krolik, James J.
Hiring trends of humanities Ph.D's. Journal of college placement, 40:61-63, Fall, 1979.
Descriptors: *Doctor of philosophy degree recipients--Employment / *College graduates--Employment--Research / Personnel officers--Attitudes.

COMMUNICATION

7-17
Levine, Edward.
Let's talk: breaking down barriers to effective communication. Supervisory management, 25:2-12, June 1980.
Descriptors: *Communication in personnel management / *Communication techniques / Industrial relations / Supervisors--Abilities.

7-18
Siegel, Alan.
Simplifying language demands complex preparation. Government executive, 12:42-47, June 1980.
Descriptors: *Paperwork management / *Communication techniques / *Writing improvement / English language--Usage / Federal government.

COMPENSATION

7-19 Ie52 .C35fr 1978
Chamber of Commerce of the United States.
Employee benefits, 1978. Washington, 1979. 36p.
Descriptors: *Fringe benefits--Surveys / *Fringe benefits--Costs.

7-20
Comparable worth contentions: pro and con. Fair employment practices; summary of latest developments (BNA), p. 3. May 8, 1980.
Descriptors: *Pay rates.

7-21
Cottman, Effie M.
FICA II stirs controversy over benefit level. Public administration times, 3:1+, May 15, 1980.
Descriptors: *Social security taxes / State employees / Texas.

7-22
Federal compensation comparability. Public administration times, 3:5+, May 15, 1980.
Policy statement adopted by National Council, American Society for Public Administration, April 17, 1980.
Descriptors: *Compensation comparability / Federal government.

7-23
Johnson, Greg.
ESOP's no fable. Industry week, 204:63+, February 18, 1980.
Descriptors: *Employee ownership / *Stock purchase plans.

7-24
Moskal, Brian S.
Should wages reflect what a job is 'worth'? Industry week, 205:98+, May 12, 1980.
Descriptors: *Pay rates / Sex discrimination.

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National Wildlife Federation.
Compensation in the fields of fish and wildlife management. Washington, 1980. 1v.
Descriptors: *Pay surveys / *Environmental workers--Pay / *Scientists--Pay / College professors--Pay / Federal government / State government.

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The pension tangle. New York times, 129:1+, May 18, 1980; 129:1+, May 19, 1980.
Contents: Pt. 1, Inflation and age patterns imperiling pension system, by Karen W. Arenson; pt. 2, Public workers' pensions strain cities and increase with inflation, by Robert Lindsey.
Descriptors: *Pension financing--Costs / *Retirement benefits / *Inflation (Finance) / Municipal government / Government employees / Cost of living increases / Social security.

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Pritchard, Robert D. and John Hollenback.
The effects of continuous and partial schedules of reinforcement on effort, performance, and satisfaction. Organizational behavior and human performance, 25:336-353, June 1980.
Descriptors: *Performance-based pay / *Reinforcement (Psychology)--Research / Productivity / Job satisfaction research / *Incentive pay--Research / Motivation.

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U.S. General Accounting Office.
The Davis-Bacon Act should be repealed. Report to the Congress by the Comptroller General of the United States. Washington, U.S. Govt. Print. Off., 1979. 276p. (B-146842)
Descriptors: *Pay systems--Administration--Evaluation / *Contractor personnel--Pay.

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Comparability of the Federal statutory pay systems with private enterprise pay rates; annual report of the President's Pay Agent, 1979. Washington, 1979. 47p.
Descriptors: *Pay comparability / *Pay administration / Federal government.

ELECTRONIC DATA PROCESSING PERSONNEL

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McCarter, Pender M.
Computer crimes are virtually invisible. Information world, 2:17, June 1980.
Second of two-part article. Part 1 appeared in Information World, 2:8, May 1980, (Personnel Literature, item 6-43, June 1980).
Descriptors: *Computer crimes / *Computers / *Electronic data processing personnel--Characteristics.

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Jacobs, Bruce A.
Corporate protocol: violate at your own risk. Industry week, 204:36-37+, March 17, 1980.
Descriptors: *Employee rules / Success in employment / Corporations.

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Sexual harassment on the job: Title VII & EEOC to the rescue. National law journal, 2:26, June 2, 1980.
Descriptors: *Harassment--Cases / *Sexual ethics--Cases.

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Alcoholism programs in industry; the patient's view. New Brunswick, N.J., Rutgers Center of Alcohol Studies, 1978. 68p. (Rutgers Center of Alcohol Studies no. 12)
Descriptors: *Alcoholic employees--Rehabilitation / *Alcoholic employees--Counseling / *Health, Employee.

7-34
Manley, T. Roger, Charles W. McNichols and Michael J. Stahl.
The extent of alcoholism among Air Force employees. Monthly labor review, 103:46-49, May 1980.
Descriptors: *Alcoholic employees--Statistics / U.S. Department of the Air Force / Federal government.

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Smoking and the workplace: a national survey. Occupational health & safety, 49:31-32, May 1980.
Descriptors: *Smoking / Employee counseling.

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Strasser, Alexander L.
Health screening in industry. Occupational health & safety, 49:14+, May 1980.
Descriptors: *Medical and physical examinations / Industry.

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7-37
Gerson, Allan.
Increasing the chances for a compensation claim. Occupational health & safety, 49:39+, May 1980.
Descriptors: *Employees' compensation / *Supervisors--Responsibilities / Health, Employee.

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7-38
Cruz, Nestor.
Is equal employment opportunity cost effective? Labor law journal, 31:295-298, May 1980.
Descriptors: *Equal opportunity in employment / *Affirmative action--Costs / Cost-benefit analysis.

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Cummings, Scott.
White ethnics, racial prejudice, and labor market segmentation. American journal of sociology, 85:938-950, January 1980.
Descriptors: *Afro-Americans--Discrimination--Research / *Labor and laboring classes--Research / Afro-Americans--Discrimination--Statistics / *Equal opportunity in employment.

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Religious discrimination: a neglected issue; a consultation sponsored by ... Washington, D.C., April 9-10, 1979. Washington, U.S. Govt. Print. Off., 1980. 541p.
Descriptors: *Religious discrimination--Conferences / *Discrimination--Conferences.

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Donaldson, John and Mike Waller.
Ethics and organization. Journal of management studies (Gt. Brit.), 17:34-55, February 1980.
Descriptors: *Ethics.

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Horovitz, Bruce.
Executive crime. Industry week, 204:48-50+, February 18, 1980.
Descriptors: *Executives--Ethics / *White collar crimes / Offenders.

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Jacobs, Bruce A.
Blowing the whistle on company misdeeds. Industry week, 204:23-24, March 31, 1980.
Descriptors: *Legal ethics / Corporate legal departments.

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Professional standards and ethics; a workbook for public administrators, edited by Herman Mertins, Jr. Washington, American Society for Public Administration, 1979. 23p.
Descriptors: *Ethics / *Executives--Ethics / *Executives--Responsibilities / Conflict of interest.

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Making it in America: the foreign-born executive. New York times, 129:F1+, June 1, 1980.
Descriptors: *Overseas executives / *Overseas management / *Executives--Abilities.

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Women and power; an exploratory view, edited by Noelle B. Beatty. Washington, Radcliffe Club, 1979. 55p.

Proceedings of Radcliffe College Central Symposium, Washington, March 3, 1979.

Descriptors: *Women executives--Conferences / *Power (Social sciences)--Conferences / *Women--Employment--Conferences / Federal government.

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Diagnosing race relations in management. Journal of applied behavioral science, 16:135-166, April-June 1980.

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Descriptors: *Executives--Attitudes--Research / *Afro-American executives--Attitudes / *Attitude surveys / Afro-Americans--Attitudes toward / Affirmative action.

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Ball, Leslie D.

Increasing the manager's productivity through the information system. Public productivity review, 4:51-62, March 1980.

Descriptors: *Executive effectiveness / *Information management.

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Bass, Bernard M. and Philip C. Burger.

Assessment of managers; an international comparison. New York, Free Press, 1979. 206p.

Descriptors: *Executives--Characteristics--Comparative studies / *Success in employment--Comparative studies / *Executives--Evaluation--Comparative studies.

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Gandz, Jeffrey and Victor V. Murray.

The experience of workplace politics. Academy of Management journal, 23:237-251, June 1980.

Descriptors: *Executives--Attitudes / *Master of business administration degree recipients--Attitudes / *Job satisfaction research.

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Kirton, Michael.

Adaptors and innovators in organizations. Human relations, 33:213-224, April 1980.

Descriptors: *Executives--Characteristics--Research / *Organizational characteristics--Resarch / Innovation.

7-52

Leggatt, Timothy.

The status ranking of industries. Journal of management studies (Gt. Brit.), 17:56-67, February 1980.

Descriptors: *Executives--Characteristics / Executives--Education / Social classes / Great Britain.

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7-53
Madison, Dan L. and others.
Organizational politics: an exploration of managers' perceptions. Human relations, 33:79-100, February 1980.
Descriptors: *Executives--Attitudes / Organizational behavior / *Organizations--Psychological aspects / *Power (Social sciences)--Research.

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Making a salesman a manager. Industry week, 204:49-50, March 17, 1980.
Descriptors: *Executives--Characteristics / *Executives--Selection / Sales workers--Characteristics.

7-55
Malone, Paul B., III.
Baring your managerial soul (philosophically speaking). Supervisory management, 25:31-35, June 1980.
Descriptors: Management theory / *Executives--Attitudes / *Leadership theory.

7-56 Ie124 .M33m
Margolis, Diane R.
The managers; corporate life in America. New York, Morrow, 1979. 313p.
Descriptors: *Executives--Characteristics--Case studies / *Executive families--Research / *Organizational commitment--Case studies.

7-57
Stevens, George E. and Angelo S. DeNisi.
Women as managers: attitudes and attributions for performance by men and women. Academy of Management journal, 23:355-361, June 1980.
Descriptors: *Women executives--Characteristics / *Women--Attitudes toward--Research / Success in employment.

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A study on the leadership beliefs of Israeli managers. Academy of Management journal, 23:367-374, June 1980.
Descriptors: *Executives--Attitudes--Research / *Leadership style / Participative management / Israel.

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Cheeks, James E. and Gordon D. Wolf.
How to compensate executives. Rev. ed. Homewood, Ill., Dow Jones-Irwin, 1979. 334p.
Descriptors: *Executive compensation / Executives--Pay / Executives--Fringe benefits / *Compensation administration.

7-60
Who gets the 7-figure paychecks. U.S. news and world report, 88:75-77, June 9, 1980.
Descriptors: *Executive compensation / Corporations.

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Greenwood, James W., III and James W. Greenwood, Jr.
Managing executive stress; a systems approach. New York, Wiley, 1979. 252p.
Descriptors: *Executives--Mental health / *Stress, Psychological / *Mental health.

7-62

Johnson, Greg.
Executive junkies. Industry week, 205:52-55+, April 28, 1980.
Descriptors: *Executives--Health / *Drug abuse / *Drug abusers--Rehabilitation / Alcoholic employees.

7-63

Thomas, Nancy.
Stress; and how to sleep in spite of it. Manage, 32:6-8, April 1980.
Descriptors: *Stress, Psychological / *Relaxation techniques / *Executives--Health.

7-64

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Descriptors: *Medical and physical examinations / *Executives--Health / Stress, Psychological.

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At Sperry, committees work. Industry week, 204:33-34, March 17, 1980.
Descriptors: *Executives--Responsibilities / *Management committees.

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Profile of the corporate development executive. In its Managing corporate development. New York, 1980, p. 50-59.
Descriptors: *Executives--Responsibilities / *Executives--Characteristics / *Executives--Qualifications.

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Potential impacts of computerized conferencing on managerial and staff functions. In their The network nation; human communication via computer. Reading, Mass., Addison-Wesley, 1978, p. 135-164.
Descriptors: *Executives--Responsibilities / *Offices--Automation / Management information systems / Futures (of society).

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Swelling ALJ ranks attract scrutiny, controversy. Legal times of Washington, 11:32+, June 2, 1980.

Descriptors: *Administrative law judges / *Administrative law judges--Selection / *Administrative law judges--Certification.

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7-70

Gooding, Carl and Thomas W. Zimmerer.

The use of specific industry gaming in the selection, orientation and training of managers. Human resource management, 19:19-23, Spring 1980.

Descriptors: *Executives--Training / Executives--Selection / *Management games / *Orientation.

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Pearson, R. W.

Higher degrees as management training - The Dunlop Company's experience. Human resource development (Gt. Brit.), 4:17-21, no. 1 1980.

Descriptors: *Management development / *Executives--Training / *Degrees, Academic / Recruitment / College graduates / Great Britain.

GRIEVANCES AND APPEALS

7-72 Ie531 .C76n

Conference Board, Inc.

Nonunion complaint systems: a corporate appraisal, by Ronald Berenbeim. New York, 1980. 50p. (Report no. 770)

Descriptors: *Grievances--Procedures / *Discrimination.

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7-73

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Descriptors: *Employee development / *Team development / *Group training / Teamwork / Group relations / Leadership style.

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Sanders, Bruce D.

Fine-tuning team spirit. Supervisory management, 25:26-30, June 1980.

Descriptors: *Team development / *Employee competitive behavior.

7-75

Schriesheim, Janet F.

The social context of leader-subordinate relations: an investigation of the effects of group cohesiveness. Journal of applied psychology, 65:183-194, April 1980.

Descriptors: *Group dynamics--Research / *Leadership--Research.

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Effects of team development intervention: a field experiment. Journal of applied behavioral science, 16:211-227, April-June 1980.
Descriptors: *Team development--Research / Organization development / College students.

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Sigelman, Carol K., Susan F. Elias and Pamela Danker-Brown.
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Descriptors: *Mentally retarded--Employment--Research / *Interviewing--Research / Verbal ability / Nonverbal communication.

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7-78

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Contemporary perceptions of unionization in the medical profession: a study of attitudes of unionized and non-unionized physicians. Journal of collective negotiations in the public sector, 9:107-117, no. 2 1980.
Descriptors: *Union members--Attitudes / *Physicians--Attitudes / Professional employees--Unions / Collective bargaining.

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Real returns to career decisions: the physician's specialty and location choices. Journal of human resources, 15:278-285, Spring 1980.
Descriptors: *Physicians--Employment--Research.

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San Francisco, New Ways to Work, 1979. 79p.
Descriptors: *Job sharing / *Part-time work--Case studies / *Hours of work / State government / Local government.

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Millard, Cheedle W., Diane L. Lockwood and Fred Luthans.
The impact of a four-day workweek on employees. MSU business topics, 28:31-37, Spring 1980.
Descriptors: *Four-day workweek--Evaluation / *Job satisfaction research / *Absenteeism rates.

7-82

Sekscenski, Edward S.
Women's share of moonlighting nearly doubles during 1969-79. Monthly labor review, 103:36-39, May 1980.
Descriptors: *Moonlighting--Statistics / *Women--Employment--Statistics.

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7-83
Berkowitz, Eric N.
Role theory, attitudinal constructs, and actual performance: a measurement issue. Journal of applied psychology, 65:240-245, April 1980.
Descriptors: *Organizational behavior--Research / *Role perception--Research / *Performance.

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Howat, Gary and Manuel London.
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Descriptors: *Conflict, Organizational--Research / *Group conflict--Research / Perception--Research / Recreation workers / Supervisors--Attitudes.

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Both-win management; a practical approach to improving employee performance, using the 8-step RPM program. New York, Lippincott & Crowell, 1980. 159p.
Note: [RPM = reality performance management]
Descriptors: *Human relations / *Supervision / *Behavior modification.

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Pfeiffer, J. William and John E. Jones.
The 1980 annual handbook for group facilitators. San Diego, Calif., University Associates, 1980. 296p.
Descriptors: *Group relations training--Handbooks, manuals, etc. / *Human relations training--Handbooks, manuals, etc.

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Price, Margaret.
How the boss is managed. Industry week, 205:47-48+, April 28, 1980.
Descriptors: *Human relations / Executives--Characteristics.

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Wells, Theodora.
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Descriptors: *Communication techniques / *Assertiveness training / *Organizational behavior.

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Murrmann, Kent F.
The Scanlon plan joint committee and section 8(a)(2). Labor law journal, 31:299-304, May 1980.
Descriptors: *Scanlon plan.

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Ghetto to management: a tough training plan. Business week, p. 54+, June 2, 1980.
Descriptors: *Internship / Afro-American college students / College students / Minority groups.

INTERVIEWING

7-91
Martin, Gail M.
The interview; many are called but few are chosen! Women's work, 6:5-12+, May-June 1980.
Descriptors: *Interviewing--Methods.

7-92
Schaeffer, Nora C.
Evaluating race-of-interviewer effects in a national survey. Sociological methods & research, 8:400-419, May 1980.
Descriptors: *Interviewers / *Race / *Prejudices and antipathies--Research / Afro-Americans--Discrimination--Research.

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Turner, Arthur.
Systematically acquiring verbal information. Optimum (Canada), 11:52-66, no. 1 1980.
Descriptors: *Interviewing / *Group interviewing.

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7-94
Cornelius, Edwin T., III and Karen S. Lyness.
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Descriptors: *Job analysis--Research / *Judgment--Research.

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Descriptors: *Job design / *Motivation / *Job enrichment.

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Descriptors: *Productivity improvement / *Communication in personnel management / Praise.

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Descriptors: *Productivity improvement / *Productivity measurement / Local government.

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Descriptors: *Productivity / *Working climate / Executives--Responsibilities.

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Descriptors: *Productivity improvement--Methods / *Efficiency, Employee / Scientists--Evaluation / Engineers--Evaluation.

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Descriptors: *Psychologists--Statistics / *Psychologists--Education / Psychologists--Employment.

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Descriptors: *Librarians--Responsibilities / *Librarians--Attitudes / Libraries--Control.

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Descriptors: *Teachers--Certification / *Librarians--Certification / *School administrators--Certification.

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Descriptors: *Promotion / *Success in employment.

PROMOTION (Cont'd)

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Don't want a promotion?! Manage, 32:11-12, April 1980.
Descriptors: *Promotion / *Job satisfaction.

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Descriptors: *Presidents--U.S.--Staff / *Political executives / Staff and line.

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Rogers, Harry G.
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Descriptors: *Public administration / *Management improvement / Canada--Politics and government / Program budgeting.

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Descriptors: *Public administration--Conferences / *Productivity improvement--Conferences / *Paperwork management / Federal government.

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Descriptors: *Public service employment--Evaluation / *Unemployed--Career opportunities--Evaluation / *Work incentive program--Evaluation.

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Is there life after downfall? AMA management digest, 2:14-18, May 1980.
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Descriptors: *Executives--Mobility / *Labor turnover / *Removal.

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Troisi, Angelo M.
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Descriptors: *Removal--Methods / *Exit interviews.

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Descriptors: *Pension financing / Local government.

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Descriptors: *Retirement income--Bibliography / *Pensions--Bibliography / *Social security--Bibliography.

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Published for the Pension Research Council.
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Descriptors: *Retirement benefits / *Pensions--Administration / Social security / Retirement age / Retirees--Employment.

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